

Cardinal Langley RC High School

Fire Safety Policy

Aims

It is the overall aim of Cardinal Langley RC High School to minimise the risks to students, staff and visitors, which may arise from fire. This will be achieved by ensuring precautions are taken to prevent fires occurring and by ensuring that procedures are in place for minimising the effects of an outbreak of fire and for evacuating the premises.

Overall Responsibility for Fire Safety Matters

The Premises Manager (Clare Young) is appointed as the Fire Safety Manager [FSM] for the school and will have overall responsibility for fire safety matters at the school. The FSM will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. The FSM will also ensure that a fire evacuation drill is undertaken early in each term, that fire action notices are kept up-to-date and that fire safety equipment is being maintained.

Fire Risk Assessment

The FSM will ensure that a fire risk assessment is carried out every year, or when something changes, e.g. a new extension / change of use of room. The fire risk assessment will be carried out by a competent person as detailed in the Regulatory Reform (Fire Safety) Order.

The School Fire Procedure

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard format.

Responsibility of all School Staff

All members of school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire evacuation procedure (see *Appendix A*). They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

Fire Training and Evacuation Drills

Training in fire safety and the school fire procedure will be provided at least every two years for all permanent full-time school staff. Fire wardens and other key staff will be trained in the practical use of fire extinguishers. All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes (and alternatives), exits and assembly points. It is the responsibility of the FSM to ensure that this instruction is given in accordance with the checklist in *Appendix C*. The FSM will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority and will provide a written report each term to the school's Governing Body.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. As per table below:

System	Contractor
Fire Alarm	Monks
Emergency Lighting	COMET
Fire Extinguishers	Target

In between maintenance visits, the school will carry out the following tests on the systems and the following precautionary checks:

System	Frequency	Method of Test
Fire Alarm	Quarterly	This normally consists of a 25% test of the detection system, Panel test, Break Glass Call Point Tests and Sounder Test. These Tests are to be carried out by Competent approved Contractor
Fire Extinguishers	Annually	Appliances to be checked and serviced by a Specialist Approved Company
Automatic door holders and closers connected to the fire alarm	Quarterly	Tests are to be carried out by Competent approved Contractor. Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly Six Monthly Annually	Operation of test switch or circuit breaker and check that light illuminates. Energize each Luminaire for one hour and observe that all units are still operational, after one hour de-energize and ensure that the charge light is illuminated, Any failures must be repaired by and approved contractor. Annual checks by an approved contractor ensure that a 3 hour battery discharge is carried out. This must be pre-planned.
Fire extinguishers, hose reels, fire blankets etc.	Annually	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date. Repairs or replacements need to be carried out by a competent approved supplier
Fire Doors	Weekly Monthly Annually	Check that doors are closing fully and, where fitted, latches are operating. Maintenance routine needs to be carried out on all doors by Care taking team
Corridors, Escape Routes and Fire Exit Doors	Monthly	Check all door stops and closures to ensure there is no damage repair where required. Care Taking Team
Fire Exit Doors	Weekly Monthly Annually	Check that doors are opening freely and that emergency exit fittings are operating Maintenance routine needs to be carried out on all doors by Care taking team

Senior Fire Marshals

At least one senior member of staff will be appointed to the role of Senior Fire Marshal to assist the FSM in the event of an emergency evacuation by managing the assembly points.

Fire Marshals

The school will appoint a number of teaching or administrative staff as fire marshals. Fire marshals will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the FSM via the senior Fire Marshal (or the person in charge of the evacuation - see Appendix B).

Raising the alarm

In the event of alarm failure the FSM will instruct the Main Office staff to ring the *lesson change* bell continuously in order to raise the alarm.

Calling the Fire Brigade

It is the school policy that the fire brigade will only be called on any confirmed outbreak of fire. The person discovering the fire is responsible for activating the nearest call point and calling the fire brigade after discussion with the Headteacher or Deputy Headteacher. Where the alarm is raised by the school's automatic smoke detection system, the school office/ secretary will call the fire brigade if a fire is suspected, or within minutes of the alarm being raised if a false alarm is not confirmed.

Meeting the Fire Brigade

The FSM (or deputy) is responsible for meeting the fire brigade on arrival and ensuring that there is a member of staff to deputise for them in their absence.

Events Taking Place Out of School Hours Such as School Plays or External Lettings

Where events are organised outside normal school hours or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the FSM is consulted and an evacuation controller has been appointed to ensure that the appropriate precautions are in place (including arrangements for evacuation and calling the fire brigade). The FSM may impose specific restrictions on the type of letting or activity, the number of persons involved and the amount and layout of any seating.

Particular consideration should be made as to whether a public licence is required for the event. In this case the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met (appendix D).

Notices: All fire exit routes will be identified with clear signs with directional arrows.

Records: The following records will be kept by the school:

Record Type	Information To Be Recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Correct operation of self-closing fire doors	List of all doors checked date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

Appendix A

School Emergency Evacuation Procedure

PLEASE NOTE:

- ALL EMERGENCY EVACUATIONS OF THE BUILDING MUST FOLLOW THIS PROCEDURE (e.g. fire, gas leak, bomb alert)
- Up-to-date fire route notices are placed at every exit; designated fire exits are clearly marked
- Only attempt to tackle fires with a fire extinguisher on small fires if you are trained and confident to do so
- Report missing persons immediately to the Senior Fire Marshal(s) (Deputy Headteachers: Tracy Hatton & Angela Williams).
- DO NOT GO BACK INTO THE BUILDING until the Fire Safety Manager or Fire Officer has given the all clear.

ACTION WHEN THE FIRE ALARM SOUNDS	
Role	Action / Responsibility
Classroom-based staff	<ol style="list-style-type: none"> 1. Instruct pupils to remain calm, to leave all personal belongings and to line up at the nearest / most appropriate exit 2. Immediately evacuate the building taking all children in your charge through the nearest / most appropriate exit 3. Close the doors and windows on leaving 4. Lead all pupils to the designated assembly point via the quickest / safest route and line up 5. Form tutors call the register, which the office staff will distribute (conduct a head count while registers are being distributed) 6. Heads of Year take a staff register associated with that year group and confirm with the Senior Fire Marshal that all staff & students have been accounted for. 7. Notify Fire Safety Manager or Senior Fire Marshal immediately of any missing children for a search to be initiated 8. Wait for further instruction 9. All registers should be returned to main office for records.
Office Staff	<ol style="list-style-type: none"> 1. Pick up registers & visitors' book 2. Leave the building through the nearest exit 3. Distribute registers to form teachers/Heads of Year – ensure all forms are present 4. Check visitors against visitors' book 5. Notify Fire Safety Manager or senior Fire Marshal immediately of any missing children / forms / staff /visitors for a search to be initiated 6. Wait for further instruction
Fire Marshals	<ol style="list-style-type: none"> 1. Upon exiting the building, thoroughly check the areas you move through, ensuring all fire doors are closed 2. If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of school should be ushered to an exit – not just pointed in the general direction of one 3. Checks on toilet areas should include a check on individual cubicles 4. Never open a door if you suspect that there may be a fire beyond it
Kitchen/ D&T/ Science Staff	<ol style="list-style-type: none"> 1. Switch off power 2. Evacuate the building through the nearest / most appropriate exit 3. Go to the designated assembly point via the quickest / safest route
Visitors	<ol style="list-style-type: none"> 1. Evacuate the building through the nearest / most appropriate exit 2. Go to the designated assembly point via the quickest route

Fire Safety Manager (FSM)	<p>Liaise with Office Staff and Senior Fire Marshal to establish that everyone is accounted for at assembly points</p> <p>Check that the building is secured from the outside</p> <p>In the event of a missing person, attempt to locate them from outside the building</p> <p>Meet Fire Brigade and appraise them of the situation</p>
Senior Fire Marshal	<p>Manage the assembly points</p> <p>Receive confirmation of all persons accounted for</p> <p>Advise FSM when evacuation is complete</p> <p>Await advice from FSM on “all clear”</p> <p>Manage the return into the building</p>

Appendix B

Roles and Responsibilities in case of Emergency Evacuation

Role / responsibility	Person responsible	In case of absence (1)	In case of absence (2)
Senior Fire Marshal <ul style="list-style-type: none"> ✓ Check with class teachers for missing children ✓ Check with office staff that visitors / contactors are all accounted for ✓ Report any missing children / staff / visitors to FSM so that a search may be initiated 	Tracy Hatton	Angela Williams	
Calling the fire brigade: <ul style="list-style-type: none"> • Fire discovered by individual • Automated fire detection alarm (6 Minute Delay) 	Andrew Bridson Clare Young	Angela Williams Paul Crossley	Tracy Hatton Sara Carris
Holding & checking visitors / contractors book	Sue Galloway		
Holding & checking staff & class registers	Jacqui Butterworth		
Distributing class registers	Cover Supervisors		
Meeting the fire brigade	Clare Young	Paul Crossley	Bill Mason Sara Carris
Fire Marshals Report to Senior Fire Marshal, give them the classroom number or area which you have vacated and checked	Claire Flitcroft Glen Cahill Vicky Doyle (J Hogg/N Johnson) Jennie Pinder		
Catering Manager (P&A): <ul style="list-style-type: none"> ✓ Switch off power ✓ Ensure that the kitchen is clear ✓ Take register ✓ Report to the Senior Fire Marshal 	Kath Brierley	Melanie Brown	

Appendix C

Checklist for First Day Fire Safety Instruction

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call points.
- Explain the way to operate a call point.
- Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular the procedure for leaving the building with any pupils for which the staff member is responsible
- Describe and walk the escape routes that the member of staff is likely to use as well as alternative escape routes.
- Explain the operation of any push bars or exit fittings.
- Show them the location of the assembly points
- Show them the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Appendix D

Checklist for persons hiring out the school premises

Take the hirer/customer through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call points.
- Explain the way to operate a call point.
- Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular the procedure for leaving the building with any pupils for which the hirer/customer is responsible
- Describe and walk the escape routes that the hirer/customer is likely to use as well as alternative escape routes.
- Explain the operation of any push bars or exit fittings.
- Show them the location of the assembly points
- Show them the location of the fire extinguishers, but emphasise they should only be used if they have been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- Explain how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of location of school, including postcode.

Appendix E

Emergency Plan Guidance

An emergency plan needs formulating and implementing. The staff will need to be trained in its procedures. This plan needs to be tested at regular, set intervals with the information recorded. The emergency plan should be appropriate to the premises and could include:-

- How people will be warned if there is a fire;
- What staff / visitors should do if they discover a fire;
- How the evacuation of the premises should be carried out;
- Individual needs / risks relating to individual areas / users;
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- Identification of key escape routes, how people can gain access to them and escape from the them to a place of total safety;
- Arrangements for fighting the fire;
- The duties and identity of staff who have specific responsibilities if there is a fire;
- Arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, young families, contractors and visitors;
- Any machine / appliance power supplies that need to be stopped or isolated if there is a fire;
- Contingency plans for when life safety systems are out of order, e.g. fire detection and alarm systems sprinklers or smoke control systems;
- How the fire and rescue service and any other necessary services will be called and who will be responsible for doing this;
- Procedures for meeting the fire and rescue service on their arrival and notifying them of the location of remaining people and any special risks e.g. the location of any highly flammable materials.

Policy Approval:

Signature of Headteacher

Date

Signature of Chair/Vice-Chair of Resources Committee

Date